

EFFECTIVE

February 1, 2014.

SUBJECT

1. Guardianship clarifications.
2. Additional section added.
3. Clarified certification process and Purchase of Services (POS) Monitoring role.
4. Clarified documentation requirements.
5. Address change.

**1) Guardianship
clarifications****GDM 600, Juvenile Guardianship**

When the child is a temporary or permanent court ward and the prospective guardian is not requesting juvenile guardianship assistance per the DHS-2051, Caregiver's Permanency Planning Checklist, the worker is not required to receive DHS subsidy office approval prior to the court appointing a juvenile guardian. When the child is a Michigan Children's Institute (MCI) ward, the worker must request consent from the Michigan Children's Institute (MCI) Superintendent on all MCI cases, including those where juvenile guardianship assistance is not being requested by the prospective guardian or the prospective guardian is not eligible for juvenile guardianship assistance.

For temporary court ward cases, where the prospective guardian is requesting juvenile guardianship assistance, the worker must complete the DHS-591, Juvenile Guardianship Best Interest Determination for Temporary Court Wards form. The DHS-591 must be submitted to the DHS subsidy office along with the DHS-2051, Caregiver's Permanency Planning Checklist, and to the court holding jurisdiction over the child's abuse/neglect case.

When the case worker determines that it is not in the child's best interest to be placed in a juvenile guardianship, the case worker must attempt to state his/her determination on the record during a court hearing. This includes when it's not in the child's best interest because the more preferred permanency goals (reunification or adoption) have not been adequately ruled out.

A guardianship assistance agreement must be signed by both the prospective guardian(s) and the DHS designee prior to the court's

appointment of the guardian and is effective on the date of the guardian's appointment by the court.

If the guardianship assistance agreement is not signed by all parties before the date of the court's appointment of the guardian, the child will not be eligible for juvenile guardianship assistance.

The MCI office must review the information provided by the supervising agency and the prospective guardian. The MCI office may request additional information from the supervising agency. Consultation with the L-GAL for the child and other professionals may also occur. The MCI office may consult with the DHS Office of Family Advocate. The MCI Superintendent must issue a written decision containing a brief description of the factors considered and whether the MCI Superintendent consents to the juvenile guardianship.

The assigned worker must submit the following documentation to the court when requesting juvenile guardianship:

- A copy of the DHS-2052, Caseworker's Permanency Planning Checklist.
- A copy of the DHS-2051, Caregiver's Permanency Planning Checklist.
- A copy of the BCAL-3130, Initial Foster Home/Adoption Evaluation or DHS-616, Juvenile Guardianship Home Study (Not Requesting Guardianship Assistance). Criminal background checks and Central Registry clearances must be completed for all adult members of the prospective guardian's household. Due to confidentiality issues, LEIN information and documents must not be shared via phone, fax or electronic mail (e-mail), see FOM 722-06A.
- Any addenda to the above assessments if the original assessment is more than one year old.
- Any special evaluations/licensing complaints for the prospective guardian(s).
- Fingerprint clearance for the prospective guardian(s).

The court may request additional documents.

When the court grants approval to change the goal to juvenile guardianship and the prospective guardian(s) are requesting juvenile guardianship assistance, the following documentation must be

submitted to the DHS subsidy office, along with the application for juvenile guardianship assistance.

When the court approves the juvenile guardianship, an Order Appointing Guardian will be entered. If the court denies the guardianship, a Family Team Meeting (FTM) with all involved parties must be scheduled to determine an appropriate permanency goal for the child.

Reason: Policy clarification.

2) Additional section added

GDM 701, Forms and Publications

This section was added as a reference for documentation requirements when applying for juvenile guardianship assistance.

3) Clarified certification process and POS monitoring role

GDM 715, Juvenile Guardianship Assistance Eligibility

Removed that the DHS-3310, Juvenile Guardianship Assistance Application will be reviewed and approved by the local DHS office with case monitoring responsibility. Clarification was added to identify the certification process for temporary court wards, permanent court wards and MCI wards.

Reason: Dwayne B. V. Snyder, et al. settlement agreement and program office recommendation.

4) Clarified documentation requirements

GDM 720, Juvenile Guardianship Assistance Rate Determination

Documentation requirements for Determination of Care (DOC) were clarified to align with Adoption Subsidy policy.

Reason: To align with Adoption Subsidy Policy.

Communication Plan: Guardianship Power Point.

5) Address change**GDM 760, Address Changes/Out of State Cases:**

Effective October 21, 2013, the Adoption Subsidy Office has relocated to the following address:

Department of Human Services
Grand Tower Building, Ste. 612
235 S. Grand Avenue
PO Box 30037
Lansing, MI 48909
Reason: Policy update.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Added Items ...

GDM 701

Changed Items (content changes) ...

GDM 600

GDM 715

GDM 720

GDM 760